

**SKILLS FRAMEWORK FOR PUBLIC TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Supply Chain Management					
TSC	Inventory Management					
TSC Description	Formulate and implement inventory management strategies targeted at ensuring availability of equipment, tools and materials for maintenance work					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			PTP-SCL-3004-1.1	PTP-SCL-4004-1.1	PTP-SCL-5004-1.1	
			Maintain inventory levels of equipment, tools and other materials as well as ensuring accuracy of its availability by recording receipt and movement of stocks according to established procedures and processes	Monitor stocktaking procedures, interpret inventory information, document missing or damaged equipment, tools and other materials -in accordance to stock control procedures	Develop organisational policies and procedures for receipt, dispatch and secure storage of equipment, tools and other materials to prevent loses and achieve effective inventory system	
Knowledge			<ul style="list-style-type: none"> • Stock control procedures for receipt, verification and dispatch of equipment, tools and materials • Stock control processes for recording, storage and handling of equipment, tools and other materials, shrinkage prevention and waste removal and • Types of spare parts, equipment, tools and materials for maintenance work • Methods to maintain storage and equipment maintenance 	<ul style="list-style-type: none"> • Stock control procedures for receipt, verification and dispatch of equipment, tools and materials • Stock control processes for recording, storage and handling of equipment, tools and other materials, shrinkage prevention and waste removal and • Methods to maintain storage and equipment maintenance • Cost-effective and efficient methods of stock movement • Security measures for stock control procedures 	<ul style="list-style-type: none"> • Practices of inventory management • Stock control processes for recording, storage and handling of equipment, tools and other materials, shrinkage prevention and waste removal • Cost-effective and efficient methods of stock movement • Security measures for stock control procedures • Common key performance indicators for inventory management 	
Abilities			<ul style="list-style-type: none"> • Align inventory levels in accordance with organisational stock control procedures and systems • Monitor movement of spare parts, equipment, tools and materials for 	<ul style="list-style-type: none"> • Manage the implementation of organisational stock control procedures and systems • Determine cost-effective and efficient methods for stock movement 	<ul style="list-style-type: none"> • Formulate organisational policies and procedures for receipt, dispatch and secure storage of stocks • Initiate solutions and implementation of procedures to prevent future losses 	

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			<p>maintenance work according to stock plans</p> <ul style="list-style-type: none"> • Maintain documentation of inventory levels • Record and report discrepancies of inventory levels • Check storage of spare parts, equipment, tools and materials to ensure its protection 	<ul style="list-style-type: none"> • Organise, monitor and evaluate staff training on stocktaking procedures • Facilitate the completion of stock records in accordance with organisational stock take control procedures • Verify that stock discrepancies are recorded in accordance with organisational policies and procedures • Inspect and take actions on obsolete, redundant and damaged stocks in accordance with organisational policies and procedures 	<ul style="list-style-type: none"> • Initiate an effective inventory system to rotate and replenish inventory levels against organisational requirements to ensure availability of spare parts, equipment, tools and materials for maintenance work • Formulate inventory management policies with key performance indicators (KPIs) 	
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